

**ENGINEERING DEPARTMENT**  
Expenditures and 2012  
Proposed Budget

ENGINEERING	Budget Utilization			Budget Variance							Proposed Budget		
Account	2008	2009	2010	2008 Original	2008 Over(Under) Expend	2009 Original	2009 Over(Under) Expend	2010 Original	2010 Over(Under) Expend	2011 Original	2012 Proposed	\$ Change 2011-2012	% Change 2011-2012
110 Salaries, Full Time	226,342.26	191,445.28	196,737.11	226,090.00	252.26	191,445.54	(0.26)	191,446.00	5,291.11	194,717.00	197,119.00	2,402.00	1.23%
120 Salaries, Part Time	21,164.19	22,907.51	16,767.94	40,000.00	(18,835.81)	36,360.00	(13,452.49)	36,100.00	(19,332.06)	36,072.00	36,206.00	134.00	0.37%
156 Uniforms Purchased	189.67	112.99	116.99	1,500.00	(1,310.33)	1,600.00	(1,487.01)	1,480.00	(1,363.01)	300.00	600.00	300.00	100.00%
100 TOTAL PERSONAL SERVICES	247,696.12	214,465.78	213,622.04	267,590.00	(19,893.88)	229,405.54	(14,939.76)	229,026.00	(15,403.96)	231,089.00	233,925.00	2,836.00	1.23%
210 Office Supplies	2,264.05	2,753.25	3,523.31	2,500.00	(235.95)	4,290.00	(1,536.75)	4,290.00	(766.69)	4,200.00	4,000.00	(200.00)	-4.76%
213 Official Records & Books	0.00	0.00	0.00	750.00	(750.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
222 Fuel	3,746.65	2,522.35	2,987.22	3,000.00	746.65	6,650.00	(4,127.65)	5,950.00	(2,962.78)	5,400.00	5,438.00	38.00	0.70%
224 Tires	268.16	0.00	26.55	500.00	(231.84)	900.00	(900.00)	900.00	(873.45)	500.00	500.00	0.00	0.00%
232 Repair Parts & Equipment	476.85	424.25	848.57	1,000.00	(523.15)	1,000.00	(575.75)	1,000.00	(151.43)	1,000.00	1,000.00	0.00	0.00%
290 Other Supplies	585.70	386.32	515.91	1,500.00	(914.30)	1,000.00	(613.68)	1,000.00	(484.09)	1,000.00	1,000.00	0.00	0.00%
200 TOTAL SUPPLIES	7,341.41	6,086.17	7,901.56	9,250.00	(1,908.59)	13,840.00	(7,753.83)	13,140.00	(5,238.44)	12,100.00	11,938.00	(162.00)	-1.34%
312 Consulting	210.00	3,809.50	5,000.00	5,000.00	(4,790.00)	5,000.00	(1,190.50)	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00%
321 Postage	200.80	451.38	299.03	600.00	(399.20)	600.00	(148.62)	500.00	(200.97)	500.00	400.00	(100.00)	-20.00%
322 Travel	977.52	1,897.74	964.40	2,000.00	(1,022.48)	2,000.00	(102.26)	2,000.00	(1,035.60)	1,800.00	1,800.00	0.00	0.00%
323 Telephone	4,593.94	4,341.90	4,283.09	5,000.00	(406.06)	5,160.00	(818.10)	3,800.00	483.09	4,680.00	6,000.00	1,320.00	28.21%
331 Legal Notices	443.50	0.00	444.40	1,000.00	(556.50)	1,000.00	(1,000.00)	1,000.00	(555.60)	500.00	500.00	0.00	0.00%
333 Blueprint & Photo Services	508.85	837.81	491.83	2,000.00	(1,491.15)	1,700.00	(862.19)	1,700.00	(1,208.17)	1,700.00	1,200.00	(500.00)	-29.41%
362 Repair Services	90.00	450.00	818.00	1,000.00	(910.00)	1,000.00	(550.00)	1,000.00	(182.00)	1,000.00	1,000.00	0.00	0.00%
391 Memberships & Dues	1,660.21	1,954.95	1,494.45	2,000.00	(339.79)	1,960.00	(5.05)	1,960.00	(465.55)	1,820.00	1,575.00	(245.00)	-13.46%
392 Public Relations	66.66	215.91	93.12	300.00	(233.34)	400.00	(184.09)	400.00	(306.88)	400.00	400.00	0.00	0.00%
394 Contract Services	179.68	0.00	0.00	1,000.00	(820.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
396 Instruction	923.75	2,645.00	787.93	3,000.00	(2,076.25)	3,450.00	(805.00)	3,450.00	(2,662.07)	3,000.00	2,600.00	(400.00)	-13.33%
397 Licenses, Permits & Fees	105.57	0.00	622.71	400.00	(294.43)	400.00	(400.00)	400.00	222.71	500.00	400.00	(100.00)	-20.00%
300 TOTAL SERVICES & CHARGES	9,960.48	16,604.19	15,298.96	23,300.00	(13,339.52)	22,670.00	(6,065.81)	21,210.00	(5,911.04)	20,900.00	20,875.00	(25.00)	-0.12%

**ENGINEERING DEPARTMENT**

Expenditures and 2012

Proposed Budget

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Proposed Budget

ENGINEERING	Budget Utilization			Budget Variance							Proposed Budget		
Account	2008	2009	2010	2008 Original	2008 Over(Under) Expend	2009 Original	2009 Over(Under) Expend	2010 Original	2010 Over(Under) Expend	2011 Original	2012 Proposed	\$ Change 2011-2012	% Change 2011-2012
441 Furniture & Fixtures	435.63	0.00	0.00	2,000.00	(1,564.37)	3,000.00	(3,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%
443 Office Equipment	112.63	304.88	0.00	6,000.00	(5,887.37)	620.00	(315.12)	0.00	0.00	0.00	0.00	0.00	0.00%
444 Other Equipment	660.92	0.00	0.00	700.00	(39.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
447 Vehicle Lease/Purchase	6,068.94	6,064.13	0.00	6,100.00	(31.06)	6,100.00	(35.87)	0.00	0.00	0.00	0.00	0.00	0.00%
451 Library	1,321.00	963.20	0.00	1,000.00	321.00	1,000.00	(36.80)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00%
400 TOTAL CAPITAL OUTLAY	8,599.12	7,332.21	0.00	15,800.00	(7,200.88)	10,720.00	(3,387.79)	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>273,597.13</b>	<b>244,488.35</b>	<b>236,822.56</b>	<b>315,940.00</b>	<b>(42,342.87)</b>	<b>276,635.54</b>	<b>(32,147.19)</b>	<b>264,376.00</b>	<b>(27,553.44)</b>	<b>264,089.00</b>	<b>266,738.00</b>	<b>2,649.00</b>	<b>1.00%</b>

Overexpenditure indicates transfers made to authorize greater spending than original budget.

LINE ITEM #: 110

TITLE: Salaries, Full Time

Salaries for Full-Time employees.

INCREASE FROM 2011 TO 2012: 0.00%

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
26	bi-weekly	\$1,442.17	City Engineer (50% Eng/ 50% WWTU) - David Buck	37,496.42
26	bi-weekly	\$2,325.00	Assistant City Engineer (100% WWTU) - Michael Susong	
26	bi-weekly	\$2,058.13	Deputy Building Commissioner - Jason Burks	53,511.38
26	bi-weekly	\$1,553.11	Engineering Assistant (80% ENG/20% WWTU) - Ben Anderson	40,380.86
26	bi-weekly	\$1,807.10	Inspector I - Jon Munn	46,984.60
26	bi-weekly	\$720.97	Office Manager (50% ENG/50% WWTU) - Michelle Debord	18,745.22
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LINE TOTAL:				197,119.00

LINE ITEM #: 120

DESCRIPTION:

Salaries for Part-Time employees.
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INCREASE FROM 2011 TO 2012: 0.37%

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 156

TITLE: Uniforms Purchased

Work Boots
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	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,500.00	189.67
2009	1,600.00	112.99
2010	1,480.00	116.99
2011	300.00	
2012	600.00	

INCREASE FROM 2011 TO 2012: **100.00%**

INCOME SOURCE FOR LINE ITEM: General Fund[illegible]

LINE ITEM #: 210

DESCRIPTION:

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	2,500.00	2,264.05
2009	4,290.00	2,753.25
2010	4,290.00	3,523.31
2011	4,200.00	
2012	4,000.00	

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$80	Paper - pads, card stock, post-its	80
1		\$80	Filing Supplies - folders, labels, framing, tabs	80
1		\$80	Binders & Dividers	80
1		\$80	Pens, Pencils, Highlighters, Sharpies	80
1		\$400	Letterhead, Envelopes, Business Cards	400
1		\$470	Building Permits (Green Cards)	470
1		\$50	Mailing Supplies: yellow envelopes, mailing labels	50
1		\$60	Calendars	60
1		\$1,000	HP Color Laser Printer Cartridges (shared expense with Development)	1,000
1		\$190	Photosmart Cartridges	190
1		\$100	Plotter Cartridges	100
1		\$600	HP Laser Cartridges	600
1		\$270	Fax Cartridges & Toner	270
1		\$70	Miscellaneous: Clips, CD's, Flash Drives, Staples, Rubber Bands, etc	70
1		\$70	Miscellaneous Equipment: Stapler, Letter Opener, Rolodex, Sharpener	70
2		\$200	Permit Books	400
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			LINE TOTAL:	4,000

DEPARTMENT: ENGINEERING

LINE ITEM #: 222

TITLE: Fuel

DESCRIPTION:

Fuel for the Engineering fleet of five vehicles.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	3,000.00	3,746.65
2009	6,650.00	2,522.35
2010	5,950.00	2,987.22
2011	5,400.00	
2012	5,438.00	

INCREASE FROM 2011 TO 2012: **0.70%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

[illegible]



LINE ITEM #: 224

DESCRIPTION:

The cost of both unplanned, and planned, tire replacement.

INCREASE FROM 2011 TO 2012: **0.00%**

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 232

DESCRIPTION:

Cost of parts for repairs and equipment needed for vehicle maintenance and unanticipated repairs.
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INCREASE FROM 2011 TO 2012: **0.00%**

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 290

TITLE: Other Supplies

Other supplies includes miscellaneous items such as: field supplies for our inspectors and interns (tools, traffic counting supplies), paint and other needs not considered an office supply or equipment part.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,500.00	585.70
2009	1,000.00	386.32
2010	1,000.00	515.91
2011	1,000.00	
2012	1,000.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 312

TITLE: Consulting

Consulting fees which may fall outside of a planned project cost.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	5,000.00	210.00
2009	5,000.00	3,809.50
2010	5,000.00	5,000.00
2011	5,000.00	
2012	5,000.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 321

TITLE: Postage

Stamps, bulk mailings and package shipments.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	600.00	200.80
2009	600.00	451.38
2010	500.00	299.03
2011	500.00	
2012	400.00	

INCREASE FROM 2011 TO 2012: **-20.00%**

INCOME SOURCE FOR LINE ITEM: General Fund[illegible]

LINE ITEM #: 322

TITLE: Travel

Expenses incurred when traveling for business: parking, overnight accommodations, mileage reimbursement and food allowance. Also reimbursement to employees for mileage when they use their own vehicle for city business.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	2,000.00	977.52
2009	2,000.00	1,897.74
2010	2,000.00	964.40
2011	1,800.00	
2012	1,800.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

[illegible]

LINE ITEM #: 323

TITLE: Telephone

Phone expenses include office land lines, cellular service and long distance charges.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	5,000.00	4,593.94
2009	5,160.00	4,341.90
2010	3,800.00	4,283.09
2011	4,680.00	
2012	6,000.00	

INCREASE FROM 2011 TO 2012: **28.21%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
12	month	\$190	Office Phones	2,280
12	month	\$310	Cellular	3,720
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			LINE TOTAL:	6,000

DEPARTMENT: ENGINEERING

LINE ITEM #: 331

TITLE: Legal Notices

DESCRIPTION:

Advertise for employment opportunities (when available) in the Engineering Department.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,000.00	443.50
2009	1,000.00	-
2010	1,000.00	444.40
2011	500.00	
2012	500.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	advertisement	\$500	employment advertising	500
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			LINE TOTAL:	500



LINE ITEM #: 333

TITLE: Blueprint & Photo Services

Creating and copying documents related to projects and plans. Including costs for copying sets of plans, pages of plans, project flyers, specification books, and other document duplicating costs.
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	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	2,000.00	508.85
2009	1,700.00	837.81
2010	1,700.00	491.83
2011	1,700.00	
2012	1,200.00	

INCREASE FROM 2011 TO 2012: **-29.41%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1		\$500	Plan Copies	500
1		\$400	Specification Books	400
1		\$200	Project Flyers	200
1		\$100	Individual Sheet Copies	100
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			LINE TOTAL:	1,200

LINE ITEM #: 362

TITLE: Repair Services

Labor expense for vehicle or equipment repairs.
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	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	1,000.00	90.00
2009	1,000.00	450.00
2010	1,000.00	818.00
2011	1,000.00	
2012	1,000.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	each	\$1,000	Labor for vehicle or equipment repair.	1,000
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			LINE TOTAL:	1,000

LINE ITEM #: 391

TITLE: Memberships & Dues

Memberships to several professional societies for the Engineering staff. Subscriptions to the Journal & Courier and trade magazine subscriptions.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	2,000.00	1,660.21
2009	1,960.00	1,954.95
2010	1,960.00	1,494.45
2011	1,820.00	
2012	1,575.00	

INCREASE FROM 2011 TO 2012: **-13.46%**

INCOME SOURCE FOR LINE ITEM: General Fund

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
1	subscription	\$140	Journal & Courier	140
2	membership	\$220	ASCE membership	440
2	membership	\$50	IABO membership	100
1	membership	\$210	ITE membership	210
2	membership	\$220	NSPE membership	440
1	membership	\$125	NFPA membership	125
2	membership	\$35	ICC membership	70
2	membership	\$25	IACE membership	50
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			LINE TOTAL:	1,575

LINE ITEM #: 392

TITLE: Public Relations

Refreshments for consultant selection proceedings, and quarterly building officials meetings hosted by the Engineering department.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	300.00	66.66
2009	400.00	215.91
2010	400.00	93.12
2011	400.00	
2012	400.00	

INCREASE FROM 2011 TO 2012: **0.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
2	meeting	\$100	Consultant Selection Meetings	200
4	meeting	\$50	Quarterly Building Officials Meetings	200
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LINE TOTAL:				400

DEPARTMENT: ENGINEERING

LINE ITEM #: 396

TITLE: Instruction

DESCRIPTION:

Educational seminars, training sessions and other instructional classes, as offered.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	3,000.00	923.75
2009	3,450.00	2,645.00
2010	3,450.00	787.93
2011	3,000.00	
2012	2,600.00	

INCREASE FROM 2011 TO 2012: **-13.33%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
4	each	\$100	Building Seminars	400
5	each	\$400	Continuing Education Seminars	2,000
2	each	\$50	LTAP Seminars	100
2	each	\$50	Code Seminars	100
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			LINE TOTAL:	2,600

LINE ITEM #: 397

TITLE: Licenses, Permits & Fees

Fees incurred for licensing any new vehicles or pay for any licensing requirements for our employees.

	<u>BUDGETED</u>	<u>EXPENDED</u>
2008	400.00	105.57
2009	400.00	-
2010	400.00	622.71
2011	500.00	
2012	400.00	

INCREASE FROM 2011 TO 2012: **-20.00%**

INCOME SOURCE FOR LINE ITEM: General Fund

### JUSTIFICATION OF ITEM

QTY	UM	UNIT PRICE	DETAIL OF ESTIMATE FOR REQUEST	TOTAL
2	license	\$100	PE license renewal	200
2	license	\$100	Building Code Officials	200
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LINE TOTAL:				400